

POSITION DESCRIPTION

JOB TITLE: CCS Mentor

DEPARTMENT: Juneau County Human Services

DIRECT REPORT TO: Behavioral Health and Clinic Manager

GRADE: Courthouse 6

FT. X

PT.

NON-EXEMPT: X EXEMPT:

**A. ESSENTIAL FUNCTIONS AND GENERAL STATEMENT
OF DUTIES & RESPONSIBILITIES**

- Knowledge of the Comprehensive Community Services (CCS) program.
- Knowledge of the Wraparound model for services.
- Strong interpersonal and team building skills are a priority.
- Knowledge of community resources
- Ability to intervene in crisis situations.
- Ability to establish rapport with clients.
- Ability to exercise good judgment.
- Ability to communicate effectively orally and in writing.
- Implement consumer/client driven service plans.
- Provide individual skill development with individuals, couples, groups, and families, within the office and within the community.
- Provide educational and prevention services with community groups.
- Complete required record keeping according to state and agency requirements.
- Participate in in-service training
- Participate with other staff members in the diagnostic process and treatment planning.
- Involvement with needs assessment, program development, prioritization and evaluation.
- Other duties as assigned.

B. QUALIFICATIONS/EDUCATION/EXPERIENCE

- Associates degree or Bachelor's degree in social work, psychology or human services from an accredited school or have a High School diploma with experience working with individuals who struggle with mental illness.
- Prior CCS experience preferred
- Must possess valid driver's license

This description has been prepared to assist in evaluating responsibilities, and duties, of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties and responsibilities

to those listed. The supervisor has the right to assign, direct, and otherwise modify the duties and responsibilities listed, and the duties and responsibilities not listed, that are of a similar nature, shall not be excluded.

**C. ENVIRONMENTAL WORKING CONDITIONS AND PHYSICAL DEMANDS
OF THE POSITION**

Office setting and community setting.

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EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of the job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.